



## DIRECTIONS FOR COMPLETING FINAL REPORT/ CARRY-OVER APPLICATION

The following pages must be submitted for the **Final Report**:

- Title Page
- Status Report
- Annual Report Card
- Budget Statement - Report actual expenditures incurred during the project period.
- Budget Detail - Report actual expenditures incurred during the project period.
- Federal Equipment Inventory - Complete if equipment purchased.

The following *additional* pages must be submitted if requesting to **carry over** funds:

- Budget Statement (Carry-Over Application) - Report proposed expenditures to be incurred during the next project period.
- Budget Detail (Carry-Over Application) - Indicate proposed expenditures to be incurred during the next project period. Reference the Program Plan codes from the approved application describing activities to be supported through carry-over funds.
- Program Plan - Complete new Program Plan pages *only* if the carry-over funds will be used to support activities not described in an approved application or a subsequently approved amendment.

<b><i>FINAL REPORT TITLE PAGE</i></b>
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1. Complete project code with LEA's four-digit district code. Check appropriate box to indicate if LEA is an individual applicant or a consortium applicant. Check type of report submitted (FY 2001 or FY 2000 Carry-Over).
- 2-4. Complete all identifying information.
5. Enter the award amount from the LEA's approved application Title Page (item 8d) or the approved carry-over amount from FY 2000.
6. Enter the amount expended during the project period (9/1/2000–8/31/2001).
7. Subtract the amount in column 6 from the amount in column 5 and enter the difference.
8. Enter the unexpended balance amount from column 7 if applying to carry forward funds into the next project period.
9. Enter the unexpended balance amount from column 7 to be returned to NJDOE. Enclose a check for the indicated amount payable to ***Treasurer, State of New Jersey***, and submit with a copy of the first page of the report to:

**Office of Budget and Accounting  
Revenue and Grant Services  
PO Box 500  
Trenton, NJ 08625-0500**
10. If requesting to carry over funds, provide a brief, but specific, description of why all funds were not expended/obligated within the project period. **This must be completed if funds are indicated in column 8.**
11. Signature of Board Secretary and board approval date (if requesting to carry over funds). Submit a copy of the board resolution if the Carry-Over Application is submitted prior to the board approval date.
12. Signature of Chief School Administrator and date.
13. If requesting to carry over funds, consortium applicants must check box to confirm that all participating districts agree with the Carry-Over Application.



New Jersey Department of Education  
**Improving America's Schools Act (IASA)**  
**Class-Size Reduction Initiative**  
Fiscal Year 2001

Project Period 9/1/2000 to 8/31/2001

**Final Report - Status Report**

LEA: \_\_\_\_\_

COUNTY: \_\_\_\_\_

☐ PROJECT CODE: CSR \_\_\_\_ - 01

☐ PROJECT CODE: CSR \_\_\_\_ - 00

GOAL/OBJECTIVE/ ACTIVITY CODE	STATUS OF OBJECTIVES AND ACTIVITIES BASED ON EVALUATION PLAN RESULTS
	<p style="text-align: center;">Attach copy of the "Annual Report Card"</p>

*Use additional sheets, if needed*

<b><i>FINAL REPORT - STATUS REPORT</i></b>
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Complete identifying information including project code with LEA's four-digit district code.

**Goal/Objective/Activity Code:** Indicate the codes from the originally approved application, carry-over application or subsequently approved amendment(s) for all approved activities.

**Status of Objectives Based on Evaluation Plan Results:** Describe the LEA's progress toward meeting all of the *measurable objectives and performance standards* described in the approved application, carry-over application or subsequently approved amendment(s). Briefly describe the activities completed and the results obtained during the project period. Specific reference should be made to the elements outlined in the approved evaluation plan.

**Annual Report Card:** Attach a copy of the "Annual Report Card" that is distributed to the public.

In the CSR Application, the LEA described its plan to produce an Annual Report Card to parents, the general public and the NJDOE. In the Annual Report Card the LEA was to provide the following information: the number of fully qualified teachers hired, grades assigned, impact on class size, progress towards increasing the percentage of classes in core academic areas taught by fully qualified teachers, professional development description (number of participants, including staff from private schools and grades taught) and academic (pre-and post-testing) and nonacademic information (attendance, discipline, promotion trends, instruction time, student/teacher relationship, socialization, teacher retention/job satisfaction).



New Jersey Department of Education  
**Improving America's Schools Act (IASA)**  
**Class-Size Reduction Initiative**

Fiscal Year 2001

**Budget Statement – Final Report – Expenditures**

☐ PROJECT CODE: CSR \_\_\_\_\_ -01  
☐ PROJECT CODE: CSR \_\_\_\_\_ -00

LEA: \_\_\_\_\_

COUNTY: \_\_\_\_\_

EXPENDITURE CATEGORY	FUNCTION & OBJECT CODES	TITLE VI CLASS-SIZE INITIATIVE			
		PROGRAM COSTS	PROFESSIONAL DEVELOPMENT	ADMINISTRATION	TOTAL
		72% Min.	25% Max.	3% Max	
<b>INSTRUCTION</b>					
Salaries of Teachers	100-101				
Other Salaries for Instruction	100-106				
Purchased Prof. & Tech. Services	100-300				
Other Pur. Serv. (400-500 series)	100-500				
Tuition	100-560				
General Supplies	100-610				
Textbooks	100-640				
Other Objects	100-800				
<b>SUBTOTAL INSTRUCTION</b>					
<b>SUPPORT SERVICES</b>					
Sal. of Supervisors of Instruction	200-102				
Sal. of Program Directors	200-103				
Sal. of Other Professional Staff	200-104				
Sal. of Secretarial & Clerical Assist.	200-105				
Other Salaries	200-110				
Personal Serv. - Employee Benefits	200-200				
Purchased Prof. - Ed. Services	200-320				
Other Purchased Prof. Services	200-330				
Purchased Technical Services	200-340				
Rentals	200-440				
Contracted Services - Transport. Other Than Betw. Home & School	200-516				
Travel	200-580				
Other Pur. Serv. (400-500 series)	200-590				
Supplies and Materials	200-600				
Indirect Costs	200-860				
Other Objects	200-890				
<b>SUBTOTAL - SUPPORT SERVICES</b>					
<b>FACILITIES ACQ &amp; CONSTR SERV</b>					
<b>Buildings (Use charge)</b>	400-720				
Instructional Equipment	400-731				
Noninstructional Equipment	400-732				
<b>SUBTOTAL - FAC ACQ &amp; CONSTR</b>					
<b>Schoolwide (Abbott)</b>	520-930				
<b>Schoolwide (Non-Abbott/3<sup>rd</sup> Cohort Abbott)</b>	520-932				
<b>GRAND TOTAL</b>					

LEA Business Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_

<b><i>BUDGET STATEMENT - FINAL REPORT - EXPENDITURES</i></b>
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- Complete the identifying information including project code with LEA's four-digit district code.
- By expenditure category, indicate the amounts *expended* during the project period. Enter subtotals and total amounts. Round off to the nearest dollar.
  - Where salary is allocated, ensure the appropriate TPAF/FICA has been entered for 200-200.
  - Equipment listed under 400-732 must be itemized on the Federal Equipment Inventory page.
- The Grand Total for all expenditures must equal the expended amount entered on the Title Page, item 6.
- The signature and date of the LEA Business Administrator is required.



New Jersey Department of Education  
**Improving America's Schools Act (IASA)**  
**Class-Size Reduction Initiative**  
 Fiscal Year 2001  
**Budget Detail – Final Report – Expenditures**

LEA \_\_\_\_\_

County \_\_\_\_\_

☐ **PROJECT CODE: CSR** \_\_\_\_\_ **- 01**

☐ **PROJECT CODE: CSR** \_\_\_\_\_ **- 00**

EXPENDITURE CATEGORIES			BUDGET		
EXPENDITURE CATEGORY	FUNCTION/OBJECT CODES	DESCRIPTION/ITEMIZATION	AMOUNTS		
			Program	Prof. Dev.	Admin.

<b><i>BUDGET DETAIL - FINAL REPORT - EXPENDITURES</i></b>
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- Complete the identifying information including project code with LEA's four-digit district code.
- Provide detail to match entries on the Budget Statement page. Include the expenditure categories for the activities supported by the project, the function/object codes, a description of the expenditure, and the amount expended. Round off to the nearest dollar.
- The totals for each GAAP code must match the totals listed on the Budget Statement - Expenditures page.
- The Grand Total must equal the amount listed on the Title Page, item 6 and the Grand Total on the Budget Statement – Expenditures page.
- The signature and date of the LEA Business Administrator is required.





New Jersey Department of Education  
**Improving America's Schools Act (IASA)**  
**Class-Size Reduction Initiative**  
 Fiscal Year 2001  
**Final Report - Federal Equipment Inventory**

LEA: \_\_\_\_\_ COUNTY: \_\_\_\_\_ ☐ **PROJECT CODE: CSR** \_\_\_\_\_ **- 01**  
☐ **PROJECT CODE: CSR** \_\_\_\_\_ **- 00**

Acquisition Date	Description (Name, Type, Size)	Manufacturer/ Model	Serial/Inventory Number	Unit Acquisition Cost	CSRCost	% of CSR Cost	Location in LEA

LEA Business Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_

<b><i>FINAL REPORT – FEDERAL EQUIPMENT INVENTORY</i></b>
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- Complete identifying information including project code with LEA's four-digit district code.
- All columns must be completed for each piece of equipment costing \$500 or more purchased with federal program funds covered by this application.
- The total of the unit acquisition costs listed must equal the equipment costs listed on Budget Statement and Budget Detail, expenditure category 400-732.
- If the equipment does not have a serial number, an identification number must be assigned.
- For items partially funded, indicate the total unit acquisition cost, the CSR cost and the percentage of CSR funds utilized.



New Jersey Department of Education  
**Improving America's Schools Act (IASA)**  
**Class-Size Reduction Initiative**  
 Fiscal Year 2001

**Budget Statement – Carry-Over Application**

LEA: \_\_\_\_\_ COUNTY: \_\_\_\_\_ PROJECT CODE: CSR \_\_\_\_\_ -01

EXPENDITURE CATEGORY	FUNCTION & OBJECT CODES	TITLE VI CLASS-SIZE INITIATIVE			
		PROGRAM COSTS	PROFESSIONAL DEVELOPMENT	ADMINISTRATION	TOTAL
		72% Min.	25% Max.	3% Max	
<b>INSTRUCTION</b>					
Salaries of Teachers	100-101				
Other Salaries for Instruction	100-106				
Purchased Prof. & Tech. Services	100-300				
Other Pur. Serv. (400-500 series)	100-500				
Tuition	100-560				
General Supplies	100-610				
Textbooks	100-640				
Other Objects	100-800				
<b>SUBTOTAL INSTRUCTION</b>					
<b>SUPPORT SERVICES</b>					
Sal. of Supervisors of Instruction	200-102				
Sal. of Program Directors	200-103				
Sal. of Other Professional Staff	200-104				
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Other Salaries	200-110				
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Supplies and Materials	200-600				
Indirect Costs	200-860				
Other Objects	200-890				
<b>SUBTOTAL - SUPPORT SERVICES</b>					
<b>FACILITIES ACQ &amp; CONSTR SERV</b>					
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<b>Schoolwide (Abbott)</b>	520-930				
<b>Schoolwide (Non-Abbott/3<sup>rd</sup> Cohort Abbott)</b>	520-932				
<b>GRAND TOTAL</b>					

LEA Business Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_

<b><i>BUDGET STATEMENT – CARRY-OVER APPLICATION</i></b>
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- Complete the identifying information including project code with LEA's four-digit district code.
- By expenditure category, indicate the amounts budgeted for carry-over. Enter subtotals and total amounts. Round off to the nearest dollar.
  - Where salary is allocated, ensure the appropriate TPAF/FICA has been entered for 200-200.
- The Grand Total for all expenditures must equal the Proposed Carry-Over amount entered on the Title Page, item 8.
- The signature and date of the LEA Business Administrator is required. Approval will be delayed if this information is missing.



## Budget Detail – Carry-Over Application

Project Code: CSR\_ \_ \_ \_ -01

LEA Business Administrator Signature\_\_\_\_\_ Date\_\_\_\_\_

LEA Business Administrator Signature\_\_\_\_\_ Date\_\_\_\_\_

<b><i>BUDGET DETAIL – CARRY-OVER APPLICATION</i></b>
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- Complete the identifying information including project code with LEA's four-digit district code.
- Provide detail to match entries on the Budget Statement Carry-Over Application page. Include the expenditure categories for the activities supported by the project, the function/object codes, a description of the expenditure, and the amount expended. Round off to the nearest dollar.
- The totals for each GAAP code must match the totals listed on the Budget Statement – Carry-Over Application page.
- The Grand Total must equal the amount listed on the Title Page, item 8 and the Grand Total on the Budget Statement – Carry-Over Application page.
- The signature and date of the LEA Business Administrator is required. Approval will be delayed if this information is missing.